## Section 3.1.1 Security Request Procedures

| | |
|---|---|
| Purpose | This section provides the procedures for completing the forms to assign a Department Security Administrator and assign roles and functions. |
| Document | Designation of DCDS Department Security Administrator (Type 1)<br>DCDS Security Request (Type 2) |
| Reminders | 1. A Security Administrator must be designated by completing the Type 1 form.  Completion of this form is mandatory.<br><br>2. The DCDS Security Request (Type 2) form is completed for every user to identify the capabilities (role and functions) assigned. |
| References | *No specific references.* |

# DCDS SECURITY REQUEST

## TYPE 1 - DESIGNATION OF DCDS DEPARTMENT SECURITY ADMINISTRATOR

(CHECK ONE)
☐ **New User**     ☐ **Modify User**     ☐ **Delete User**

SECURITY ADMINISTRATOR INFORMATION:

NAME_____

DEPARTMENT #_____    SS #_____ - _____ - _____    USER ID_____

AGENCY #_____    TELEPHONE (_____)_____    WORK SITE_____

TKU #_____    E-MAIL ADDRESS_____

As Department Security Administrator, I accept responsibility for the following:

- Establish DCDS User IDs and passwords for departmental users
- Insure that users' capabilities are consistent with their duties
- Insure that individual users are not assigned incompatible functions
- Monitor users' access and revoke or change access as needed

I also agree to protect my User ID and password from unauthorized use. I understand that everything done under my User ID and password is recorded as being done by me.

_____     DATE_____
DEPARTMENT SECURITY ADMINISTRATOR SIGNATURE

I have reviewed the responsibilities noted above and agree that the person designated above has the necessary qualifications and experience to satisfactorily fulfill the role of DCDS Department Security Administrator

_____     DATE_____
CHIEF FINANCIAL OFFICER SIGNATURE

---

O.F.M. USE ONLY


ENTERED BY_____     DATE ENTERED_____

---

## Type 1 - Designation of DCDS Department Security Administrator

To add a new DCDS department security administrator (DSA), check **New User**.
To modify information for a current DSA, check **Modify User**.
To delete a DSA, check **Delete User**.

| Field Name | Action |
|---|---|
| *Security Administrator Information Section* | |
| Name | Enter the name (first, middle, last) of DSA. |
| Department # | Enter the HRS department number of the DSA. |
| SS# | Enter the social security number of the DSA. |
| User ID | Leave blank, OFM will assign new User ID. |
| Agency # | Enter HRS agency number of the DSA. |
| Telephone | Enter DSA telephone number. |
| Work Site | Enter the DSA's work site location (i.e., building, city). |
| TKU # | Enter DSA's timekeeping unit number. |
| E-Mail Address | Enter the DSA's electronic mail address (GroupWise, if applicable). |
| *Signatures/Approvals* | |
| Department Security Administrator Signature | The DSA signs and dates the form indicating an understanding of the responsibilities of the Department Security Administrator. |
| Chief Financial Officer Signature | The CFO signs and dates the request form. |

**Type 1 – Designation of DCDS Department Security Administrator** *(Cont.)*

| Field Name | Action |
|---|---|
| *Form Processing* | |
| Submit Form | Forward original completed *Type 1 - Designation of DCDS Department Security Administrator* security request form to Department of Management and Budget, Office of Financial Management (OFM), Financial Operations Division, Romney Building - Seventh Floor, Lansing, 48909.  OFM will review and approve (if properly completed) the security request form, establish a DCDS User ID, assign the Department Security Administrator role and contact the Department Security Administrator to give them their DCDS User ID and password.<br><br>**Note:**  If agencies want to grant access to the back-up security administrator(s) to add or delete users and/or Generate Passwords, the *Type 1 - Designation of DCDS Department Security Administrator* request form, signed by the Department Security Administrator, must be submitted to DMB, OFM. |

# DCDS SECURITY REQUEST

## TYPE 2 - AGENCY ROLES AND FUNCTIONS

(Check One) ☐ **New User** ☐ **Modify User** ☐ **Delete User**

## USER INFORMATION:

NAME_____

DEPARTMENT #_____ SS # _____ - _____ - _____ USER ID _____

AGENCY # _____ TELEPHONE (_____) _____ WORK SITE_____

TKU # _____ E-MAIL ADDRESS _____

| ROLE / FUNCTIONS | DEPT | AGY | TKU | DEPT | BUR | DIV | SEC | UNIT | SUBU | UPDATE |
|---|---|---|---|---|---|---|---|---|---|---|
| **INDIVIDUAL TIME ENTRY (Employee Only)** ☐ Add Role ☐ Delete Role | | | | | | | | | | |
| Activity Usage Report | | | | | | | | | | |
| Employee Data Collection | | | | | | | | | | |
| Employee Data Collection Adjustment | | | | | | | | | | ☐ |
| Employee Leave Overtime Request | | | | | | | | | | ☐ |
| Equipment Usage Report by CB | | | | | | | | | | ☐ |
| Inventory Usage Report by CB | | | | | | | | | | |
| Time sheet Daily Report Request | | | | | | | | | | |
| Time sheet Daily Report By Coding Block Request | | | | | | | | | | |
| **DATA COLLECTION** ☐ Add Role ☐ Delete Role ☐ Change Scope | | | | | | | | | | |
| Data Collection Window Access | | | | | | | | | | |
| Time | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ☐ |
| Activity | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ☐ |
| Equipment | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ☐ |
| Inventory | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ☐ |
| Modify Time sheet | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ☐ |
| **DATA COLLECTION INQUIRY** ☐ Add Role ☐ Delete Role ☐ Change Scope | | | | | | | | | | |
| TA Inquiry Window | | | | | | | | | | |
| TA Inquiry: Time | | | | | | | | | | |
| TA Inquiry: Activity | | | | | | | | | | |
| TA Inquiry: Equipment | | | | | | | | | | |
| TA Inquiry: Inventory | | | | | | | | | | |
| TA Inquiry: Employee Info | | | | | | | | | | |
| TA Inquiry: Leave/OT Request | | | | | | | | | | |
| **TIMEKEEPER** ☐ Add Role ☐ Delete Role ☐ Change Scope | | | | | | | | | | |
| Default Work Hours | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ☐ |
| TKU Processing Window Access | | | | | | | | | | |
| Generate Missing Time Sheet | | | | | | | | | | |
| TA Summary Report Request | | | | | | | | | | |
| Leave Overtime Request | ___ | ___ | ___ | | | | | | | ☐ |
| Time sheet Errors Report Request | ___ | ___ | ___ | | | | | | | |
| Time Detail Report | | | | | | | | | | |
| Time Detail Report by Coding Block | ___ | ___ | ___ | | | | | | | |

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| ROLE / FUNCTIONS | DEPT | AGY | TKU | DEPT | BUR | DIV | SEC | UNIT | SUBU | UPDATE |
|---|---|---|---|---|---|---|---|---|---|---|
| **TIMEKEEPER (CONTINUED)** | | | | | | | | | | |
| TA Approver (Inquiry) | | | | | | | | | | |
| TKU Control Report | ___ | ___ | ___ | | | | | | | |
| Timesheet Exception Report | ___ | ___ | ___ | | | | | | | |
| **AUDIT** ☐ Add Role ☐ Delete Role ☐ Change Scope | | | | | | | | | | |
| TKU Processing Window Access | ___ | ___ | ___ | | | | | | | ☐ |
| TKU - Audit | ___ | ___ | ___ | | | | | | | ☐ |
| **CERTIFICATION** ☐ Add Role ☐ Delete Role ☐ Change Scope | | | | | | | | | | |
| TKU Processing Window Access | ___ | ___ | ___ | | | | | | | ☐ |
| TKU - Certification | ___ | ___ | ___ | | | | | | | ☐ |
| **RELEASE** ☐ Add Role ☐ Delete Role ☐ Change Scope | | | | | | | | | | |
| TKU Processing Window Access | ___ | ___ | ___ | | | | | | | ☐ |
| TKU - Release | ___ | ___ | ___ | | | | | | | ☐ |
| **SUPERVISORY APPROVAL** ☐ Add Role ☐ Delete Role ☐ Change Scope | | | | | | | | | | |
| Comp/OT Authorization | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ☐ |
| TA Approver | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ☐ |
| Approval Window Access | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ☐ |
| Approval - Supervisor | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ☐ |
| **AGENCY PAYROLL/PERSONNEL APPROVAL** ☐ Add Role ☐ Delete Role ☐ Change Scope | | | | | | | | | | |
| Approval Window Access | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ☐ |
| Approval - Personnel | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ☐ |
| **AGENCY FINANCIAL APPROVAL** ☐ Add Role ☐ Delete Role ☐ Change Scope | | | | | | | | | | |
| Approval Window Access | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ☐ |
| Approval - Financial | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ☐ |
| **AGENCY PAYROLL/PERSONNEL** ☐ Add Role ☐ Delete Role ☐ Change Scope | | | | | | | | | | |
| Non-Employee | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ☐ |
| Agency Options | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ☐ |
| Employee Inquiry | | | | | | | | | | |
| TKU Options | ___ | ___ | ___ | | | | | | | ☐ |
| **EARNINGS HISTORY** ☐ Add Role ☐ Delete Role ☐ Change Scope | | | | | | | | | | |
| Earnings History Window Access | | | | | | | | | | |
| Compensation Report Request | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ | |
| Deductions Report Request | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ | |
| Detail Report Request | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ | |
| GPA Report Request | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ | |
| Hours Report Request | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ | |
| Retirement Detail Report Request | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ | |
| Tax Information Report Request | | | | | | | | | | |

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| ROLE / FUNCTIONS | DEPT | AGY | TKU | DEPT | BUR | DIV | SEC | UNIT | SUBU | UPDATE |
|---|---|---|---|---|---|---|---|---|---|---|
| **PAYROLL/PERSONNEL ADJUSTMENT** ☐ Add Role ☐ Delete Role ☐ Change Scope | | | | | | | | | | |
| Cash Net Pay Adjustment | | | | | | | | | | |
| Earning Rate Change | ___ | ___ | ___ | | | | | | | ☐ |
| DC Adjustment | ___ | ___ | ___ | | | | | | | ☐ |
| Gross Pay Adjustment Inquiry | | | | | | | | | | |
| | | | | | | | | | | |
| **PRAV INQUIRY AND REPORTS** ☐ Add Role ☐ Delete Role ☐ Change Scope | | | | | | | | | | |
| PRAV A/R Inquiry | | | | | | | | | | |
| PRAV Summary Report | ___ | ___ | | | | | | | | |
| PRAV Processing Report | ___ | ___ | | | | | | | | |
| PRAV by Control Agency Report | | | | | | | | | | |
| PRAV by Agency Report | | | | | | | | | | |
| | | | | | | | | | | |
| **PRAV PROCESSING** ☐ Add Role ☐ Delete Role ☐ Change Scope | | | | | | | | | | |
| PRAV | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ☐ |
| | | | | | | | | | | |
| **DISTRIBUTION INQUIRY** ☐ Add Role ☐ Delete Role ☐ Change Scope | | | | | | | | | | |
| Standard Distribution Inquiry | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ | |
| Distribution Detail by Employee | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ | |
| Distribution Detail | | | | | | | | | | |
| RSTARS Coding Block Inquiry | | | | | | | | | | |
| Distribution Summary | | | | | | | | | | |
| Distribution by PP End Date | | | | | | | | | | |
| Distribution Reconciliation Report | | | | | | | | | | |
| Suspended Trans By Employee | | | | | | | | | | |
| Suspended Trans By Transaction | | | | | | | | | | |
| Payroll Distribution by CB Report | | | | | | | | | | |
| Rejected Payroll Dist by CB Report | | | | | | | | | | |
| Report Status | | | | | | | | | | |
| Pay Type Inquiry | | | | | | | | | | |
| | | | | | | | | | | |
| **DISTRIBUTION MAINTENANCE** ☐ Add Role ☐ Delete Role ☐ Change Scope | | | | | | | | | | |
| Organization Crosswalk | ___ | ___ | | ___ | ___ | ___ | ___ | ___ | ___ | ☐ |
| Project Crosswalk | ___ | ___ | | ___ | ___ | ___ | ___ | ___ | ___ | ☐ |
| Grant Crosswalk | ___ | ___ | | ___ | ___ | ___ | ___ | ___ | ___ | ☐ |
| CB Elements by Org. Unit | ___ | ___ | | ___ | ___ | ___ | ___ | ___ | ___ | ☐ |
| TKU Crosswalk | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ☐ |
| CB Elements by Dept/Agy/TKU | ___ | ___ | ___ | | | | | | | ☐ |
| Coding Block Crosswalk | ___ | ___ | | | | | | | | ☐ |
| Benefit Distribution Matrix | ___ | ___ | | | | | | | | ☐ |
| Agency Pay Type | ___ | ___ | | | | | | | | ☐ |
| Agency Pay Type Group | ___ | ___ | | | | | | | | ☐ |
| Project/PCA Combination | ___ | ___ | | | | | | | | ☐ |
| Multipurpose Code | ___ | ___ | | | | | | | | ☐ |
| | | | | | | | | | | |
| **DISTRIBUTION ADJUSTMENT** ☐ Add Role ☐ Delete Role ☐ Change Scope | | | | | | | | | | |
| Distribution Adjustment | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ☐ |

***DCDS** Procedures Manual*     *Section 3.1.1 - **Security Request***

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| ROLE / FUNCTIONS | DEPT | AGY | TKU | DEPT | BUR | DIV | SEC | UNIT | SUBU | UPDATE |
|---|---|---|---|---|---|---|---|---|---|---|

**INVENTORY INFORMATION MAINT**  ☐ **Add Role**  ☐ **Delete Role**  ☐ **Change Scope**
- TA Inquiry Window Access
- TA Inquiry: Inventory  ☐
- Unit of Measure  ☐
- Commodity Codes Update  ☐

**ACTIVITY INFORMATION MAINT**  ☐ **Add Role**  ☐ **Delete Role**  ☐ **Change Scope**
- TA Inquiry Window Access
- TA Inquiry: Activity  ☐
- Agency Activity  ☐
- Unit of Measure  ☐

**EQUIPMENT INFORMATION MAINT** ☐ **Add Role**  ☐ **Delete Role**  ☐ **Change Scope**
- TA Inquiry Window Access
- TA Inquiry: Equipment
- Equipments by Dept/Agency/TKU  ☐
- Equipments by Organization  ☐
- Equipment  ☐
- Equipment Group  ☐

**EQUIPMENT ADJUSTMENT**  ☐ **Add Role**  ☐ **Delete Role**  ☐ **Change Scope**
- Equipment Distribution Adjustment  ☐
- Equipment Usage Adjustment  ☐
- Equipment Rate Change  ☐

**AGENCY SECURITY ADMINISTRATION**  ☐ **Add Role**  ☐ **Delete Role**  ☐ **Change Scope**
- Define Users Window Access
- Define Users: Display  ☐
- Define Users: Functions  ☐
- Define Users: Roles  ☐
- Define Users: User ID  ☐
- Generate Temporary Password  ☐
- Define Roles  ☐
- Inactive User ID Security report
- Active User ID Security Profile
- Unsuccessful Logins Report
- User IDs not Used > 45 Days Report
- Security Control Report

**MULTIPLE TKUS:** For multiple scopes, specify either entire role or individual functions.

**ROLE:** _____    ___ ___ ___   ___ ___ ___ ___ ___ ___  ☐

**ROLE:** _____    ___ ___ ___   ___ ___ ___ ___ ___ ___  ☐

**Role/Function:**
_____    ___ ___ ___   ___ ___ ___ ___ ___ ___  ☐

**Role/Function:**
_____    ___ ___ ___   ___ ___ ___ ___ ___ ___  ☐

Employee Agreement:  I agree to protect my User ID and password from unauthorized use.  I understand that everything done under my User ID and password is recorded as being done by me.  If I am entering time, the online entries to time sheets will be, to the best of my knowledge, complete and true.

_____   DATE _____
USER SIGNATURE
I have reviewed this form and the roles and scopes indicated for this employee are reasonable and required.

_____   DATE_____
 SUPERVISOR SIGNATURE

_____   DATE _____
DCDS DEPARTMENT SECURITY ADMINISTRATOR SIGNATURE

_____   DATE ENTERED_____
ENTERED BY

## Type 2 - Agency Roles and Functions

To add a new DCDS user, check **New User**.
To modify information for a current DCDS user, check **Modify User**.
To delete a DCDS user, check **Delete User**.

| Field Name | Action |
|---|---|
| *User Information Section* | |
| Name | Enter the name (first, middle, last) of the user requesting DCDS access. |
| Department # | Enter the HRS department number of the user. |
| SS# | Enter the social security number of the user. |
| User ID | Enter User ID if known.  If a new user, the security administrator should assign a User ID using the last name and first initial of the user.  If a security administrator attempts to enter a User ID that already exists, DCDS will display an error message.<br><br>**Note:**  Agencies must use the GroupWise standards and policies for creating User IDs and must assign the employee's GroupWise User ID as the DCDS User ID.  (Refer to instructions for Assigning User IDs included in the front of this section.) |
| Agency # | Enter HRS agency number of the user. |
| Telephone | Enter user's telephone number. |
| Work Site | Enter user's work site location (i.e., building, city). |
| TKU # | Enter user's timekeeping unit number (if employee). |
| E-Mail Address | Enter user's electronic mail address (GroupWise, if applicable). |

## Type 2 - Agency Roles and Functions (*cont.*)

| Field Name | Action |
|---|---|
| *Roles/Functions Section* | |
| Roles/Functions | To add or delete a role or change the scope of a function within a role, check the appropriate boxes to the right of the role name. (Additional space is provided on page 8 of the security request form to assign multiple scopes to a single role or function.)  The lines to the right of each function are to specify the scope.  Spaces are provided in the appropriate columns based on how far the scope may be narrowed. Functions with no lines for scope are assigned a default scope that cannot be changed.  If there is a box in the update column, it can be checked to give update capability for that function.  If the box is not checked, the user will have inquiry only access for that function.<br><br>**Note:**  Functions define the actions which can be performed by a user. Each function is assigned a scope which determines the extent of access (i.e., agency or TKU level of scope).  Users are assigned roles which are made up of one or more functions.  The capability for a user to display their own functions and scopes, and change their own passwords is automatic with the creation of a User ID.  If a user assigns a role, but wants to delete some of the functions, highlight the function to be deleted and press the Delete key. |
| *Signatures/Approvals Section* | |
| User Signature | The user signs and dates the request form. |
| Supervisor Signature | The supervisor signs and dates the request form. |
| DCDS Department Security Administrator Signature | The DCDS DSA signs and dates the request form. |